

History

The Virginia Acts of Assembly state that “*State employees traveling on official business of state government shall be reimbursed for their travel costs using the same bank account authorized by the employee in which their net pay is direct deposited*” (located in the 2017 Virginia Acts of Assembly, Chapter 836, in §4-5.04 e. 5.). In order to facilitate carrying out this law, the banking information that was registered in CIPPS for Net Pay began being copied to CARS to be used for processing employee travel reimbursements electronically in 2013. This process has continued with Cardinal for employees who have a profile in the Travel and Expense Module.

When an Employee's Direct Deposit is Discontinued or Changed to a Way2Go card

When direct deposit of net pay to a bank or financial institution account is discontinued in CIPPS or changed to a Way2Go card, no updated banking information is interfaced from CIPPS into the Travel and Expense Module in Cardinal. This leaves the previously used, and now sometimes incorrect, bank account in Cardinal to be used for employee reimbursements. Way2Go cards and pre-paid cards cannot be used for EDI payments. Only bank or financial institution accounts can receive EDI payments.

DOA's EDI Unit needs to be notified when direct deposit of net pay to a bank or financial institution account is discontinued in CIPPS, i.e., the direct deposit payroll deduction frequency in CIPPS is changed to “00”, or the net pay account is changed to a Way2Go card account, for employees who have a profile in the Travel and Expense Module.

When notified, the EDI Unit will delete the banking data for that employee in the Travel and Expense Module of Cardinal. Once the banking is deleted from that employee's Cardinal profile, reimbursements will be made by check. If the employee subsequently submits a new bank or financial institution account for CIPPS direct deposit of Net Pay, the new payroll account data in CIPPS will populate the employee's profile in the Travel and Expense Module of Cardinal and electronic expense payments will resume.

Notification Process

DOA has developed a secure form to notify the EDI Unit when an employee's direct deposit of net pay to a bank or financial institution account is discontinued in CIPPS or changed to a Way2Go card. The form is located at www.doa.virginia.gov. Select Forms>Electronic Data Interchange (EDI)>Discontinued Direct Deposit in CIPPS.

Electronic Data Interchange (EDI)

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EDI forms must be mailed. Do not send EDI forms via e-mail.

Trading Partner

- [Trading Partner EDI Agreement and Enrollment Form for Localities and Grantees \[PDF\]](#)
- [Trading Partner EDI Agreement and Enrollment Form for Non-State Agencies \[PDF\]](#)
- [Trading Partner EDI Agreement and Enrollment Form for State Agencies \[PDF\]](#)
- [Trading Partner EDI Agreement and Enrollment Form for Vendors \[PDF\]](#)
- [Trading Partner EDI Notification of Change \[PDF\]](#)

State Employee

- [Cardinal State Employee EDI Enrollment Form \[PDF\]](#)
- [State Agency EDI Memorandum of Understanding \[PDF\]](#)
- [Discontinued Direct Deposit in CIPPS \[PDF\]](#)



Other

- [Cardinal Non-State Employee EDI Enrollment Form \[PDF\]](#)
- [Cardinal Board Member EDI Form \[PDF\]](#)

[EDI More Information](#)

Contact Information

Hotline: (804) 692-0473
Email: **Inquiries only**
edi@doa.virginia.gov

Mailing Address:
Department of Accounts
EDI Unit
PO Box 1971
Richmond, VA 23218-1971

[EDI User Guide \[PDF\]](#)

[REDI Virginia User's Guide \[PDF\]](#)

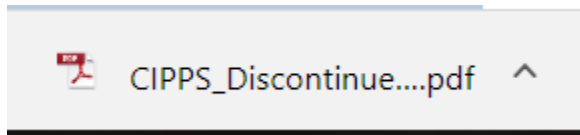
[Discontinued Direct Deposit in CIPPS User's Guide \[PDF\]](#)

If Google Chrome is the default application for the user's web browser and the Discontinued Direct Deposit in CIPPS form opens in the Google Chrome browser window, it will not function properly. In order for the form to function properly:

In Chrome:

1. Enter `chrome://settings/content/pdfDocuments` in the URL bar and press enter
2. Turn on the "Download PDF files instead of automatically opening them in Chrome"

**** This will force Chrome to download all pdf files and the user will click on the file link in the lower left corner of the browser to open the file in their default reader. ****



How to complete the form

Click on the [PDF] link beside the name of the form.

Note: If the form opens in the Google Chrome web browser, please complete the steps above as the form will not function properly in the Google Chrome web browser. This form should function properly in Internet Explorer and can be used in the Internet Explorer web browser.



Once the form is opened, it will appear as follows:

Reset Form Submit to DOA Print Form

Discontinued Direct Deposit in CIPPS

I hereby certify that Direct Deposits have been stopped, discontinued or changed to a Way2Go card in CIPPS for the following employee(s) that is in the Cardinal Travel and Expense Module:

Table with 6 columns: Business Unit, Travel & Expense profile setup in Cardinal*?, Employee ID Number, Employee Name, Date direct deposit was stopped, discontinued or changed to a Way2Go card in CIPPS, Bank Account Number Being Discontinued.

* This form is only used for those employees who have a profile in the Travel and Expense Module of Cardinal. If the employee does not have a profile, please exclude from the form.

Fiscal or Payroll Officer Name Title Date

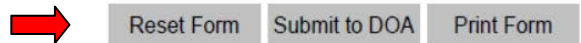
Department of Accounts Use Only

Data entered in Cardinal By: Date: Reviewed By: Date:

Complete the Business Unit, Travel & Expense profile question, Employee ID Number, Employee Name, Date, and Bank Account Number fields with the correct data pertaining to the employee. Only employees who have a profile in the Travel and Expense Module of Cardinal should be listed on the form.

The form must be submitted by the Agency Fiscal Officer or Payroll Security Officer. They will complete the Fiscal or Payroll Officer Name and Title fields at the bottom of the form. Submission of the form should take place within one day of the employee's direct deposit payroll deduction frequency for net pay in CIPPS being changed to "00" or the net pay account being changed to a Way2Go card account.

If it is determined that the information in the form has been completed incorrectly, Click the "Reset Form" button at the top of the form and this will clear all the data entered on the form.



Once the form has been completed correctly and it is ready to be submitted, Click the "Submit to DOA" button.

After clicking the "Submit to DOA" button, a message will appear at the top of the form notifying the user the form was successfully submitted, see example below. If this message does not appear, the form has not been successfully submitted and the user should submit the form again. Contact the EDI unit at edi@doa.virginia.gov if problems persist.

Form successfully submitted (IP Address: 10.184.148.141) to DOA on 04/17/2018

Discontinued Direct Deposit in CIPPS

I hereby certify that Direct Deposits have been stopped, discontinued or changed to a Way2Go card in CIPPS for the following employee(s) that is in the Cardinal Travel and Expense Module:

Business Unit	Travel & Expense profile setup in Cardinal*? <small>(mark box if yes)</small>	Employee ID Number	Employee Name	Date direct deposit was stopped, discontinued or changed to a Way2Go card in CIPPS	Bank Account Number Being Discontinued

Once the form is successfully submitted, the user can then Click the "Print Form" button to print a copy to keep for their records.

Travel Check Charges

In accordance with Chapter 836, 2017 Virginia Acts of Assembly § 4-5.04 f., the Comptroller charges agencies \$5 for travel reimbursement checks issued in lieu of Travel EDI. Agencies are charged for each travel reimbursement check issued to an employee after their second check of the fiscal year. Agencies are expected to take action to enroll applicable employees in the EDI program and thus avoid the fees altogether.

Employees who:

- discontinue their direct deposit of net pay to a bank or financial institution account,
- use or sign-up for the Way2 Go card for their net pay in CIPPS,
- have a profile in the Travel and Expense Module of Cardinal, and
- receive travel reimbursements

should complete the Cardinal State Employee EDI Enrollment Form, if they have a bank or financial institution account that travel reimbursements can be deposited to, and submit it to their Agency EDI Coordinator for submission to DOA in order to receive payments electronically.

If you have any questions, please contact the EDI Unit at edi@doa.virginia.gov.